



Requesting Reimbursements

To request payment for training expenses, the grantee must submit the following:

1. Request for Reimbursement form
2. A copy of the invoice from the training provider that includes the following:
 - a. Course name or type of training
 - b. Number of training hours or credits earned, if applicable
 - c. Participant's names or submission of an attendance sheet
3. Copy of invoice showing payment for books, lab fees, or one-time exam fees. Consortium's invoice must include an itemized listing.
4. Updated trainee tracking system
5. Brief progress report
6. Proof of payment – statement that payment has been or will be made.

The Request for Reimbursement form and supporting documentation should be sent to:

Contract Support
Indiana Department of Workforce Development
10 North Senate Avenue SE305
Indianapolis, Indiana 46204
FAX: (317) 233-4793

For any inquiries, please contact Virginia Harrold at VHarrold@dwd.in.gov or (317) 232-7356.